

POLICE SERGEANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class comprises responsible first-line supervisory positions in the police department, the primary duties of which include the performance and supervision of subordinate police personnel in the functions of patrol, traffic enforcement and accident investigation, criminal investigations, special tactical operations, juvenile operations, or other assigned law enforcement functions. Police Sergeants patrol assigned areas, providing assistance and on-the-job training for Police Officers. Employees of this class are involved in maintaining records and equipment, and participating in crime prevention and community relations programs. Routine duties of this class are handled independently, with special assignments directed by the Police Captain. This class ranks directly below that of Police Captain.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Supervises and conducts law enforcement activities related to patrol, traffic control and accident investigation, criminal investigation, juvenile operations or training. Reviews crime statistics for specified periods in order to identify areas in need of special enforcement efforts. Directly responds or dispatches officers via police radio to respond to incoming calls or to provide support for primary units. Selects and contacts available units in order to transmit location and nature of problem. Increases police visibility, discourages illegal activities and discovers crimes in progress by patrolling targeted areas as directed. Maintains surveillance of suspects or persons in high crime areas by covertly observing actions to detect illegal activity and establish evidence or probable cause. Questions and checks identity of suspicious individuals who seem out of place. Frisks suspect in order to locate weapons. Engages in armed encounters, uses self-defense tactics and disarms or takes down resisting suspects. Issues explicit, direct and forceful verbal challenge or command in order to stop suspect or cause suspect to come out from concealment. Restrains and arrests suspect, with or without an arrest warrant, by stating specific charges and advising suspect of Miranda rights. Orders medical attention for arrested person or provides emergency medical care when necessary.

Directs officers conducting traffic control and accident investigation functions for the department. Oversees the patrols on streets and highways in an assigned area to detect traffic and parking violations or malfunctioning signals, prevent accidents,

operate speed radar and issue traffic citations. Conducts vehicle stops in accordance with proper procedures and checks safety, insurance and licensing requirements. Inspects visible contents of stopped vehicle to discover evidence of illegal activity. Stops motorists suspected of driving under the influence and administers field sobriety tests, making arrests when indicated. Investigates traffic accidents by interviewing drivers, passengers and witnesses to obtain necessary information. Protects vehicle accident scene from disturbance, providing for the removal of victims and the safe flow of traffic around the accident. Calls for wrecker service as needed.

Participates and supervises law enforcement personnel in criminal investigations of assault and battery, homicide, burglary and thefts, robberies, narcotics violations and forgery. Secures crime scene. Interviews victims and witnesses, obtains and records pertinent facts and collects evidence according to departmental policies. Briefs other department personnel about the details of the crime. Communicates with informants in order to obtain information pertinent to investigations. Secures and executes arrest or search warrants. Prepares for court testimony and testifies in court as directed.

Provides for crowd control or disbursement at athletic events, parades or unlawful assemblies. Participates in the development of tactical plans and disaster control activities for response to various emergency situations, such as establishing evacuation routes and performing emergency rescue in accordance with prearranged disaster plans. Monitors local conditions which may create situations to which the department would respond.

Assists the Police Captain in the supervision of patrol shift employees by participating in setting work schedules, making deployment decisions and approving leave. Implements the responsibilities and duties set by superior officers for subordinates, explaining policies, procedures and rules for the department. Reviews work to be done in the shift and delegates assignments as necessary. Sets task priorities and long term goals for subordinates, establishing a timetable for completion. Provides subordinates with the necessities to get their jobs completed. Meets with subordinate employees to inspect their appearance, discuss work problems and receive or disburse information. Counsels employees who are experiencing work problems. Handles employee complaints and grievances or reports such to a superior officer for a resolution. Assists with employee evaluations and writes evaluation reports. Conducts corrective interviews as directed and recommending disciplinary action through the proper chain of command. Provides informal training, including providing assistance in technical areas of work. Makes recommendations for improvements in the training program.

Reviews incoming communications and personally handles matters or writes notes necessary to route work to the appropriate person. Gathers and compiles information for reports by reviewing and

analyzing data. Writes reports to communicate all relevant information and data. Exchanges pertinent information utilizing the department's computer system and computer networks such as NCIC to enter, update, and retrieve information related to criminal activity. Maintains suspect files. Reviews reports written by subordinates.

Provides for the safe use, care, inspection and maintenance of departmental equipment, weapons and vehicles. Locates services for the repair and maintenance of facilities, property and equipment as directed. Oversees good housekeeping practices; takes other action as necessary to provide for a safe work environment and control accident hazards.

Participates in a community relations program. Promotes a positive public image of the department through interaction with community members, providing information and assistance when needed. Handles complaints and questions from the public about law enforcement operations. Assists and supervises lower-ranking officers interacting with schools and citizens groups when conducting tours of the department. Aids in coordinating the work of the department with related federal, state and local agencies, releasing information and giving assistance when needed.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Police Officer for at least one (1) year immediately preceding closing date for application to the board.